

## Module 5

### Vouchers

#### Lesson 1: Searching for Vouchers

##### Introduction

This lesson provides the information necessary to search and retrieve vouchers. This lesson clearly defines the step by step procedures for the different searches used to retrieve vouchers or voucher information.

##### Lesson Objectives

Using the Student Guide and a computer the student will:

- perform different voucher search options
- find and retrieve vouchers using step-by-step procedures.

**In This Lesson** This lesson contains the following topics:

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## Summary

**5-28**

## Voucher Search Options

### Introduction

The first screen you will see is the voucher search options screen, shown below:



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Electronic Document Access**

### Voucher Search Options

Select one of the following search options:

[Search](#) for DSSN within Payment Date Range  
[Search](#) for Accountable Station by DSSN within Payment Date Range  
[Search](#) for Accountable Station within Payment Date Range  
[Search](#) for Voucher Number by DSSN within Payment Date Range  
[Search](#) for Contract Number within Payment Date Range  
[Search](#) for ACRN within Payment Date Range  
[Search](#) for Document Reference by Accountable Station within Payment Date Range  
[Search](#) for Appropriation by Accountable Station within Payment Date Range  
[Search](#) for Appropriation within Payment Date Range  
[Search](#) for Specific Contract (and All Mods)  
[Search](#) for Specific Personal Property GBL  
[Search](#) for Specific Freight GBL (to be implemented later)  
[Search](#) for Customized Voucher List using Query By Example  
[Search](#) for All Vouchers by EDA Availability Date  
[Search](#) for Work Center Designator within Payment Date Range

### Screen V-1-1, *Voucher Search Options*

### Actions

To select a voucher search option, click on **search**, next to the search selection option.

Table V-1-1. *Voucher Search Option*

Step	Action	Result
1	Select a voucher search option	The screen you select

	by clicking on the word <b><u>Search</u></b> for the appropriate option in the list.	will appear to allow you to enter search parameters.
--	--	--

## Search for DSSN within Payment Date Range

### Search Criteria

Search for a voucher given a Disbursing Station Symbol Number (DSSN) within a payment date range. The search will return the vouchers meeting specified payment date ranges, and DSSN. The search screen is shown below.



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## DSSN within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[DSSN](#)

[Payment Start](#)  Greater than or Equal to

[Date](#)

[Payment End](#)  Less than or Equal to

[Date](#)

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

### Screen V-1-2, DSSN within Payment Date Range

### Actions

To search for vouchers by DSSN within the Payment Date Range select search for DSSN within Payment Date Range.

Table V-1-2. DSSN Disbursing Station Symbol within the Payment Date Range

Step	Action	Result
1	Type in the DSSN and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Payment Start Date box.

2	Type in the start date and press < <b>Tab</b> > to next data field.	This will place your cursor in the Payment End Date box.
3	Type in the End Date.	You have now set your parameters.
4	<p>Select either &lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number or</p> <p>&lt;<b>Download Search Results</b>&gt;</p> <p>Note: If you wish to have the column titles included, click on &lt;<b>Download header info?</b>&gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

### Search for Accountable Station by DSSN within Payment Date Range

**Search Criteria**

Search for a voucher when a specific Accountable Station and DSSN are known and will return all vouchers within the start and end date parameters.

**Screen**

**Department of Defense  
Electronic Document Access**

**Accountable Station by DSSN within Payment  
Date Range**

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results

Download Search Results

Download header info? ☐ (check here)

[Accountable  
Station](#)

[DSSN](#)

[Payment Start  
Date](#)  Greater than or Equal to ▼

[Payment End  
Date](#)  Less than or Equal to ▼

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

*Screen V-1-3, Accountable Station by DSSN within Payment Date  
Range*

**Steps**

To perform a search for a voucher by Accountable Station by DSSN within Payment Date Range select that option.

*Table V-1-3. Accountable Station by DSSN within Payment Date  
Range.*

Step	Action	Result
1	Type in the Accountable Station Number and press <Tab>.	This will place your cursor in the DSSN box.

2	Type in the DSSN and press < <b>Tab</b> >.	This will place your cursor in the Payment Start Date box.
3	Type in the Payment Start Date and press < <b>Tab</b> > to next data field.	This will place your cursor in the Payment End Date box.
4	Type in the Payment End Date.	You now have set your parameters.
5	<p>Select either &lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number</p> <p style="text-align: center;"><b>or</b></p> <p>&lt;<b>Download Search Results</b>&gt; Note: If you wish to have the column titles included, click on &lt;<b>Download header inf.?&gt; prior to selecting the Download Search Results option.</b></p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for Accountable Station within Payment Date Range

**Search Criteria** Search for a voucher when the specific Accountable Station is known. The search will return all vouchers within the start and end date parameters.



### Department of Defense Electronic Document Access

#### Accountable Station within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Accountable Station](#)

[Payment Start Date](#)  Greater than or Equal to

[Payment End Date](#)  Less than or Equal to

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

#### Screen V-1-4, Accountable Station within Payment Date Range

**Steps** To search for a voucher by Accountable Station number within a Payment Date Range.

Table V-1-4. Accountable Station within Payment Date Range

Step	Action	Result
1	Type in the Accountable Station number and press <Tab>.	This will place your cursor in the Payment Start Date box.



2	Type in the Payment Start Date and press < <b>Tab</b> > to next data field.	This will place your cursor in the Payment End Date box.
3	Type in the Payment End Date.	You have set your parameters.
4	<p>Select either</p> <p>&lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number</p> <p>or</p> <p>&lt;<b>Download Search Results</b>&gt;</p> <p>Note: If you wish to have the column titles included, click on &lt;<b>Download header info?</b>&gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for Disbursing Voucher Number by DSSN within Payment Date Range

**Search Criteria** This is a search for a voucher when the specific Voucher Number and specific DSSN are known. The search will return the specific voucher based on the start and end date parameters.



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#### Voucher Number by DSSN within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Voucher Number](#)

[DSSN](#)

[Payment Start Date](#)  Greater than or Equal to

[Payment End Date](#)  Less than or Equal to

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

Screen V-1-5, *Disbursing Voucher Number by DSSN within Payment Date Range*

### Steps

Search for a voucher by Voucher Number and DSSN within a Payment Date Range select that option.

Table V-1-5. *Disbursing Voucher Number by DSSN within Payment Date Range*

Step	Action	Result
1	Type in the Voucher number and press <Tab>.	This will place your cursor in the DSSN box.

2	Type in the DSSN and press < <b>Tab</b> >.	This will place your cursor in the Payment Start Date box.
3	Type in the Payment Start Date and press < <b>Tab</b> > to next data field.	This will place your cursor in the Payment End Date box.
4	Type in the Payment End Date.	You now have set your parameters.
5	<p>Select either &lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number</p> <p style="text-align: center;"><b>or</b></p> <p>&lt;<b>Download Search Results</b>&gt; Note: If you wish to have the column titles included, click on &lt;<b>Download header info?</b>&gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for Contract Number within Payment Date Range

**Search Criteria** This is a search for vouchers by Contract Number within a Payment Date Range and will return the specific vouchers based on the start and end date parameters.

Note: Too large a date range may result in a large number of vouchers making the process difficult for the system to handle.



### Department of Defense Electronic Document Access

## Contract Number within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results

Download Search Results

Download header info? ☐ (check here)

[Contract  
Number](#)

[Payment Start  
Date](#)

 Greater than or Equal to ▾

[Payment End  
Date](#)

 Less than or Equal to ▾

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen V-1-6, *Contract Number within Payment Date Range*

**Steps**

To search for a voucher by Contract Number within a Payment Date Range.

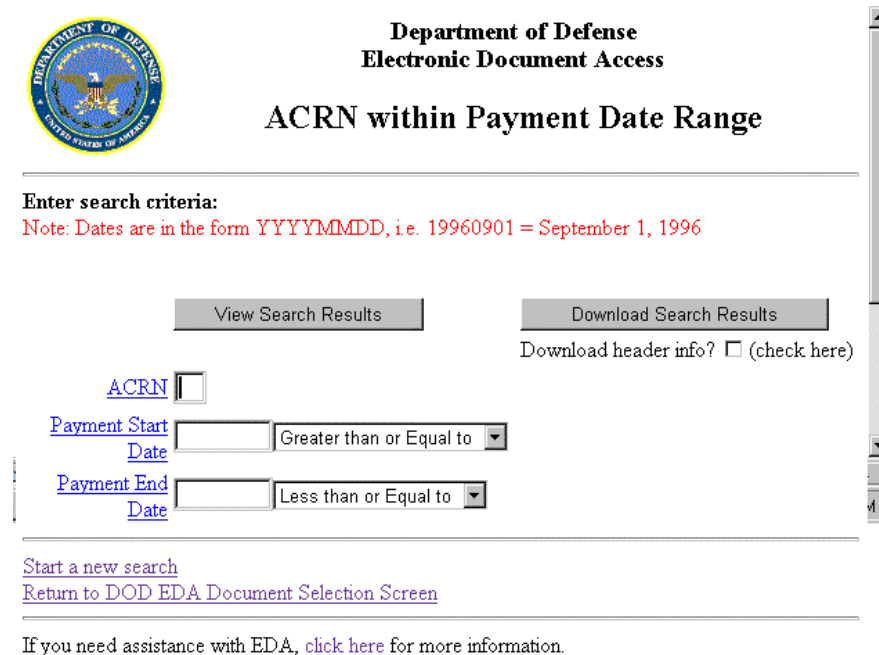
Table V-1-6. *Contract Number within a Payment Date Range*

Step	Action	Result
1	Type in the Contract Number and press < <b>Tab</b> >.	This will place your cursor in the Payment Start Date box.
2	Type in the Payment Start Date and press < <b>Tab</b> > to next data field.	This will place your cursor in the Payment End Date box.
3	Type in the Payment End Date.	You now have set your parameters.
4	<p>Select either &lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number</p> <p style="text-align: center;"><b>or</b></p> <p>&lt;<b>Download Search Results</b>&gt;            Note: If you wish to have the column titles included, click on &lt;<b>Download header info?</b>&gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for ACRN within Payment Date Range

### Search Criteria

The search for ACRN within a Payment Date Range can be used when the ACRN is known. The search will return vouchers based on the start and end date parameters.



The screenshot shows the Department of Defense Electronic Document Access (EDA) web interface. At the top left is the Department of Defense seal. The title "Department of Defense Electronic Document Access" is centered, followed by the search title "ACRN within Payment Date Range". Below the title, it says "Enter search criteria:" and provides a note: "Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996". There are two buttons: "View Search Results" and "Download Search Results". Below the buttons is a checkbox labeled "Download header info?" with the text "(check here)". The search criteria section includes a text input field for "ACRN" and two date range inputs. The first date input is labeled "Payment Start Date" and has a dropdown menu set to "Greater than or Equal to". The second date input is labeled "Payment End Date" and has a dropdown menu set to "Less than or Equal to". At the bottom, there are links for "Start a new search" and "Return to DOD EDA Document Selection Screen". A footer note says: "If you need assistance with EDA, [click here](#) for more information."

Department of Defense  
Electronic Document Access

**ACRN within Payment Date Range**

Enter search criteria:  
Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

View Search Results      Download Search Results

Download header info? ☐ (check here)

ACRN

Payment Start Date  Greater than or Equal to ▼

Payment End Date  Less than or Equal to ▼

[Start a new search](#)  
[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen V-1-7, *ACRN within Payment Date Range*

**Steps**

To search for vouchers by the Accounting Classification Reference Number within Payment Date Range select the appropriate option.

Table V-1-7. *Accounting Classification Reference Number within Payment Date Range*

Step	Action	Result
1	Type in the ACRN and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Payment Start Date box.
2	Type in the Payment Start Date and press <b>&lt;Tab&gt;</b> to next data field.	This will place your cursor in the Payment End Date box.
3	Type in the Payment End Date.	You now have set your parameters.
4	<p>Select either <b>&lt;View Search Results&gt;</b></p> <p>Click on select for the voucher number</p> <p style="text-align: center;"><b>or</b></p> <p><b>&lt;Download Search Results&gt;</b>            Note: If you wish to have the column titles included, click on <b>&lt;Download header info? &gt;</b> prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for Document Reference by Accountable Station within Payment Date Range

### Search Criteria

Search for all vouchers by issuing Accounting Station and Document Reference within a Payment Date Range, and will return the specific vouchers based on start and end date parameters.



### Department of Defense Electronic Document Access

## Document Reference by Accountable Station within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Document  
Reference](#)

[Accountable  
Station](#)

[Payment Start  
Date](#)

 Greater than or Equal to

[Payment End  
Date](#)

 Less than or Equal to

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

### Screen V-1-8, *Document Reference by Accountable Station within Payment Date Range*

### Steps

To search for a voucher by Accountable Station and Document Reference within a Payment Date Range select the appropriate option.

Table V-1-8. *Document Reference by Accountable Station within  
Payment Date Range*

Step	Action	Result



1	Type in the Document Reference and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Accountable Station box.
2	Type in the Accountable Station and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Payment Start Date box.
3	Type in the Payment Start Date and press <b>&lt;Tab&gt;</b> to next data field.	This will place your cursor in the Payment End Date box.
4	Type in the Payment End Date.	You now have set your parameters.
5	<p>Select either <b>&lt;View Search Results&gt;</b></p> <p>Click on select for the voucher number <b>or</b></p> <p><b>&lt;Download Search Results&gt;</b></p> <p>Note: If you wish to have the column titles included, click on <b>&lt;Download header info? &gt;</b> prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for Appropriation by Accountable Station within Payment Date Range

### Search Criteria

Search for all vouchers by Appropriation and Accountable Station within a Payment Date Range, and will return the specific vouchers based on the start and end date parameters.



**Department of Defense  
Electronic Document Access**

### Appropriation by Accountable Station within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Appropriation](#)

[Accountable  
Station](#)

[Payment Start  
Date](#)  Greater than or Equal to

[Payment End  
Date](#)  Less than or Equal to

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

*Screen V-1-9, Appropriation by Accountable Station within  
Payment Date Range*

### Steps

To search for a voucher by Appropriation and Accountable Station within a Payment Date Range select the appropriate option.

*Table V-1-9. Appropriation and Accountable Station within  
Payment Date Range.*

Step	Action	Result
------	--------	--------

1	Type in the Appropriation and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Accountable Station box.
2	Type in the Accountable Station and press <b>&lt;Tab&gt;</b> .	This will place your cursor in the Payment Start Date box.
3	Type in the Payment Start Date and press <b>&lt;Tab&gt;</b> to next data field.	This will place your cursor in the Payment End Date box.
4	Type in the Payment End Date.	You now have set your parameters.
5	<p>Select either <b>&lt;View Search Results&gt;</b></p> <p>Click on select for the voucher number <b>or</b></p> <p><b>&lt;Download Search Results&gt;</b> Note: If you wish to have the column titles included, click on <b>&lt;Download header info? &gt;</b> prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search by Appropriation within Payment Date Range

### Search Criteria

Search for all vouchers by appropriation within a payment Date Range and will return the specific vouchers based on the start and end date parameters.



### Department of Defense Electronic Document Access

## Appropriation within Payment Date Range

Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Appropriation](#)

[Payment Start](#)  Greater than or Equal to

[Date](#)

[Payment End](#)  Less than or Equal to

[Date](#)

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen V-1-10, *Appropriation within Payment Date Range*

**Steps**

To search for vouchers by Appropriation within Payment Date Range select the appropriate option.

Table V-1-10. *Appropriation within Payment Date Range*

Step	Action	Result
1	Type in the Appropriation and press <Tab>.	This will place your cursor in the Payment Start Date box.
2	Type in the Payment Start Date and press <Tab> to next data field.	This will place your cursor in the Payment End Date box.
3	Type in the Payment End Date.	You now have set your parameters.
4	<p>Select either &lt;View Search Results&gt;</p> <p>Click on select for the voucher number or</p> <p>&lt;Download Search Results&gt; Note: If you wish to have the column titles included, click on &lt;Download header info? &gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Search for a Specific Contract (Including All Mods)

### Search Criteria

Search for a voucher when the specific contract number (PIIN) is known and will return all vouchers pertaining to the contract with modifications.



### Department of Defense Electronic Document Access

### Specific Contract (and All Mods)

Enter search criteria:

View Search Results

[Contract Number \(PIIN\)](#)

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

Screen V-1-11, *Search For a Specific contract (including all Mods)*

### Steps

To search for a Specific Contract and Modifications select the appropriate option.

Table V-1-11. *Specific Contract (Including all Mods)*

Step	Action	Result
1	Type in the Contract Number (PIIN) and press <Tab>.	You have set your criteria.
2	Select <View Search Results>  Click on select for the voucher	A list of the contract is displayed.  Review contract or

	number.	copy data from the contract.
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## Search for Specific Personal Property GBL

### Search Criteria

Search for a Government Bill of Lading (GBL) when the specific number is known.



### Department of Defense Electronic Document Access

## Specific Personal Property GBL

Enter search criteria:

View Search Results

[Government Bill of Lading \(GBL\)](#)

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

### Screen V-1-12, *Specific Personal Property GBL*

### Steps

To search for a Specific Personal Property GBL, select the appropriate option.

Table V-1-12. *Specific Personal Property GBL*

Step	Action	Result
1	Type in the Specific Government Bill of Lading and press <Tab>.	You have set your criteria.
2	Select <View Search	This will bring up the

	<b>Results&gt;</b>	GBL.
	Click on the voucher number.	Review GBL or copy data from the GBL.



## Search Customized Voucher List Using Query Vouchers by Example

### Search Criteria

Search in which you can tailor a voucher list to meet your needs. The search will return the vouchers based on the established parameters you have selected.

### Steps

The Search Customized Voucher List Using Query Vouchers by Example option is basically self explanatory. (See Screen V-1-13, Query Vouchers by Example, page V-1-27), and follow the basic guidance provided on the screen. The following steps provide additional clarification on some of the options.

The screenshot displays the 'Department of Defense Electronic Document Access' interface for 'Customized Voucher List using Query By Example'. It includes a search criteria section with checkboxes for various fields, a date format note (YYYYMMDD), and a search results section with buttons for 'View Search Results' and 'Download Search Results'. The interface also features a 'Select Field' dropdown, a 'Display Field' list, and a 'Sort Field' section with dropdowns for 'Sort Field 1', 'Sort Field 2', and 'Sort Field 3'. At the bottom, there are links for 'Start a new search', 'Return to DoD EDA Document Selection Screen', and a note about assistance with EDA.

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### Customized Voucher List using Query By Example

To tailor a Voucher list that meets your needs, fill out the following form:

- Click on checkboxes of the fields you wish to be displayed.
- To limit the list to Vouchers that meet specific criteria, type criteria in input fields (For non-date fields, you may enter just the starting characters, if you want.)
- Change the sort options, if you do not want to use the default sort selections.

**Note:** Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

**View Search Results** **Download Search Results**  
Download header info? ☐ (click here)

Select All Clear All

Display Field	Select Field
<input type="checkbox"/> DCSN	<input type="text"/>
<input type="checkbox"/> Voucher Number	<input type="text"/>
<input type="checkbox"/> Payment Start Date	<input type="text"/> Greater than or Equal to
<input type="checkbox"/> Payment End Date	<input type="text"/> Less than or Equal to
<input type="checkbox"/> Accountable Station	<input type="text"/>
<input type="checkbox"/> Annotation	<input type="text"/>
<input type="checkbox"/> Document Reference	<input type="text"/>
<input type="checkbox"/> Amount	<input type="text"/>
<input type="checkbox"/> Contract Number	<input type="text"/>
<input type="checkbox"/> ACEN	<input type="text"/>
<input type="checkbox"/> Line Item	<input type="text"/>
<input type="checkbox"/> Document Sequence	<input type="text"/>
<input type="checkbox"/> Availability Start Date	<input type="text"/> Greater than or Equal to
<input type="checkbox"/> Availability End Date	<input type="text"/> Less than or Equal to
<input type="checkbox"/> Work Center Designator	<input type="text"/>
<input type="checkbox"/> Shipment No	<input type="text"/>

Sort Field 1 Sort Field 2 Sort Field 3 Sort

Pay Date (default) DCSN Voucher Number No Sort

**View Search Results** **Download Search Results**  
Download header info? ☐ (click here)

[Start a new search](#)  
[Return to DoD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Table V-1-13. *Query Vouchers by Example*

Step	Action	Result
1	Review the screen for default settings.	Data defaults to the selection All.
2	<p>Select either &lt;<b>View Search Results</b>&gt;</p> <p>Click on select for the voucher number</p> <p style="text-align: center;"><b>or</b></p> <p>&lt;<b>Download Search Results</b>&gt;  Note: If you wish to have the column titles included, click on &lt;<b>Download header info?</b> &gt; prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>
3	Click on < <b>Clear</b> >.	All Display Field selections are cleared.
4	Review Select Field options and click on the appropriate < <b>Display Field</b> > box. Select all necessary to set your desired parameters and fill in the data in the select field box(s). < <b>Tab</b> > through the fields you do not wish to use.	This will place your cursor in the Sort Field 1 box.
5	Use the Sort Fields 1,2,3, and 4 to arrange vouchers	This allows you to sort and list vouchers in the

	selected in the desired order.	sequence you need.
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## Search For All Vouchers by EDA Availability Date

### Search Criteria

Search for all vouchers and transmittals that have been posted to the EDA system, by availability date, and will return all vouchers based on the established parameters.



### Department of Defense Electronic Document Access

## All Vouchers by EDA Availability Date

#### Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996

[View Search Results](#)

[Download Search Results](#)

Download header info? ☐ (check here)

[Availability Start Date](#)  Greater than or Equal to

[Availability End Date](#)  Less than or Equal to

[Start a new search](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

### Screen V-1-14, *All Vouchers and Transmittals Within Date Range By EDA Availability*

### Steps

To search for all vouchers and transmittals by EDA Availability Date select the appropriate option.

Table V-1-14. *All Vouchers and Transmittals within Date Range by EDA Availability*

Step	Action	Result
1	Type in the Availability Start Date and press <Tab> to next data field.	This will place your cursor in the Availability End Date

		box.
2	Type in the Availability End Date.	You now have set your parameters.
3	<p>Select either <b>&lt;View Search Results&gt;</b></p> <p>Click on select for the voucher number</p> <p><b>or</b></p> <p><b>&lt;Download Search Results&gt;</b> Note: If you wish to have the column titles included, click on <b>&lt;Download header info?&gt;</b> prior to selecting the Download Search Results option.</p>	<p>This will bring up a list of vouchers for your selection.</p> <p>Review voucher or copy data from the voucher.</p> <p>This will bring up the Download Now or Start a new Search screen.</p>

## Summary

<b>Lesson Summary</b>	<p>This lesson outlined for the EDA user 14 different search criteria to help the user find and retrieve paid voucher information. The EDA system can format information in a cross indexed search display. The user can select the method of search according to the information desired and the information available at the start of the search.</p> <p>The search includes searches for Government Bills of Lading (GBL) vouchers. The user will be able to find desired information faster and more efficiently by using the EDA voucher search feature.</p>
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## Lesson 2

### Download Search Overview

#### Introduction

In the previous lesson, you learned the different searches you can do to retrieve vouchers or voucher information. This lesson discusses the download options available and how to transfer the data into an Excel format.

#### Lesson Objective

Using the Student Guide and a computer

- search for voucher information using a pre-determined search method
- retrieve voucher information from a common data base
- download voucher information into an Excel format
- save voucher information into an Excel format.

#### In This Lesson

This lesson contains the following topics

Topic	Page
View Search Results	V-5-32
Download Search Results	V-5-33
Saving to Excel	V-5-35
Use of Excel	V-5-38
Summary	V-5-39



## View Search Results

### Introduction

You have a choice of either viewing your search results or to download your search results. First we will look at View Search Results.

### Screen



#### Department of Defense Electronic Document Access

#### Requested Voucher Data

18093 documents selected that meet your selection criteria (1 to 25 shown).

Click on Select to Retrieve Voucher/Transmittal Document

Select	DSSN	Voucher Number	Payment Date	Accountable Station	Appn	Doc Ref	Amount
<a href="#">Select</a>	6356	A004-01	19980901	020113	97X4930AC6D		102020.40
<a href="#">Select</a>	6356	A004-01	19980901	020113	97X4930AC6D		101.24
<a href="#">Select</a>	6356	A004-02	19980901	028043	97X4930AC9E		5600.00
<a href="#">Select</a>	6356	A004-03	19980901	011173	21X4528	1512C	80640.00
<a href="#">Select</a>	6356	A004-04	19980901	049448	2132020		10170.77

Screen V-2-1, *Retrieve Voucher/Transmittal Document*

### Steps

To retrieve a voucher or transmittal data.

Table V-2-1. *Retrieve Voucher/Transmittal Document*

Step	Action	Results
1	Click on <b>&lt;Select&gt;</b> of the specific voucher you wish to review	Adobe Acrobat Reader will retrieve the specific voucher for your review or copying of data

2	Click on < <b>Back</b> >	Returns you to the Requested Voucher/Transmittal Data screen
3	Click on < <b>Select</b> > of a different voucher.	Review the voucher.

## Download Search Results

### Introduction

Previously you learned how to use the View Search Results option, now let us look at the use of the Download Search Results option.

### Screen



#### Department of Defense Electronic Document Access

### DSSN within Payment Date Range

#### Enter search criteria:

Note: Dates are in the form YYYYMMDD, i.e. 19960901 = September 1, 1996



Download header info? ☐ (check here)

[DSSN](#)

[Payment Start Date](#)  Greater than or Equal to

#### Screen V-2-2, *Download Search Results*

### Steps

To download voucher data on the search criteria screen.

Table V-2-2. *Search Criteria Screen*

Step	Action	Result
1	Click on < <b>Download Now</b> >  or  < <b>Start a New Search</b> >	This will provide you with the basic data of all vouchers within the requested search parameters  This will take you back to the Voucher Search Options screen

### Download Result

The following screen shows the results of Download without checking the **Download header info?** box.

### Screen

Next	Previous	Zoom	Print...	Setup...	Margins	Close	Help
'6422	'H911-02	'19970912	'020113	'97X4930A'	'576.00	'DAAE0796'	'AA
'6422	'H911-03	'19970912	'020113	'97X4930A'	'576.00	'DAAE0796'	'AA
'6422	'H911-04	'19970912	'020113	'97X8242IS'	'27832.00	'DAAE0796'	'AC
'6422	'H911-06	'19970912	'020113	'97X4930A'	'21436.92	'DAAA0993'	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'	'17136.45	'DAAA0993'	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'	'17864.10	'DAAA0993'	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'	'17136.45	'DAAA0993'	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'	'17136.45	'DAAA0993'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'7D460	'20621.00	'M6700496'	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'	'375.00	'DAAE0797'	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'	'625.00	'DAAE0797'	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'	'13.60	'DAAE0797'	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'	'3.45	'DAAE0797'	'AA

Preview: Page 1 of 10

Screen V-2-3, *Download Data without Header Info*

**Download Result**

The following screen shows the results of Download when checking the **Download header info?** box

**Screen**

Microsoft Excel - VOU1.CSV

Next Previous Zoom Print... Setup... Margins Close Help

DSSN	VOUCHER	PAY DATE	FSN	APPN	DOC_REF	AMOUNT	CONTRACT	ACRN
'6422	'H911-02	'19970912	'020113	'97X4930A'		576.00	'DAAE0796	'AA
'6422	'H911-03	'19970912	'020113	'97X4930A'		576.00	'DAAE0796	'AA
'6422	'H911-04	'19970912	'020113	'97X8242IS'		27832.00	'DAAE0796	'AC
'6422	'H911-06	'19970912	'020113	'97X4930A'		21436.92	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		17136.45	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		17864.10	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		17136.45	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		17136.45	'DAAA0993	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	7D460	20621.00	'M6700496	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		375.00	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		625.00	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		13.60	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		3.45	'DAAE0796	'AA

Preview: Page 1 of 10

NUM

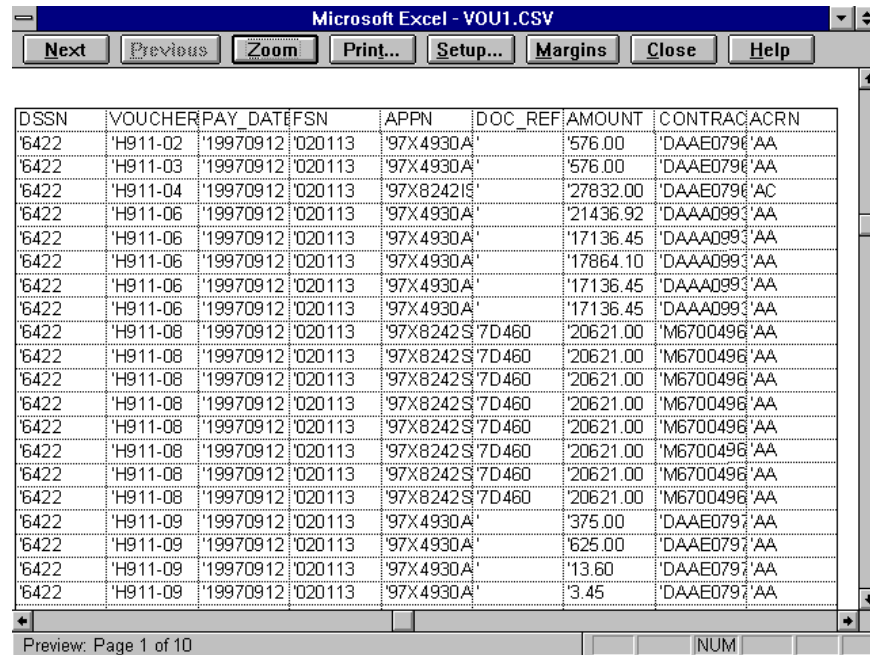
Screen V-2-4, Download Data with Header Info

## Saving to Excel

### Introduction

Previously you learned Downloading Search Results and the display format you can review, now let us convert this data into an Excel Document.

### Screen



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - VOU1.CSV". The window has a menu bar with "Next", "Previous", "Zoom", "Print...", "Setup...", "Margins", "Close", and "Help". Below the menu bar is a table with the following columns: DSSN, VOUCHER, PAY\_DATE, FSN, APPN, DOC\_REF, AMOUNT, CONTRACT, and ACRN. The table contains 20 rows of data. The status bar at the bottom indicates "Preview: Page 1 of 10" and "NUM".

DSSN	VOUCHER	PAY_DATE	FSN	APPN	DOC_REF	AMOUNT	CONTRACT	ACRN
'6422	'H911-02	'19970912	'020113	'97X4930A'		'576.00	'DAAE0796	'AA
'6422	'H911-03	'19970912	'020113	'97X4930A'		'576.00	'DAAE0796	'AA
'6422	'H911-04	'19970912	'020113	'97X8242S'		'27832.00	'DAAE0796	'AC
'6422	'H911-06	'19970912	'020113	'97X4930A'		'21436.92	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		'17136.45	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		'17864.10	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		'17136.45	'DAAA0993	'AA
'6422	'H911-06	'19970912	'020113	'97X4930A'		'17136.45	'DAAA0993	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-08	'19970912	'020113	'97X8242S'	'7D460	'20621.00	'M6700496	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		'375.00	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		'625.00	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		'13.60	'DAAE0796	'AA
'6422	'H911-09	'19970912	'020113	'97X4930A'		'3.45	'DAAE0796	'AA

Screen V-2-5, Download Data Converted to Excel

### Steps

To convert the download results to an Excel Document.

Table V-2-5. Download Data Converted to Excel

Step	Action	Result
1	Click on < <b>Download Search Results</b> >	The “Attention” screen will appear.



**Department of Defense  
Electronic Document Access**

**Attention!**

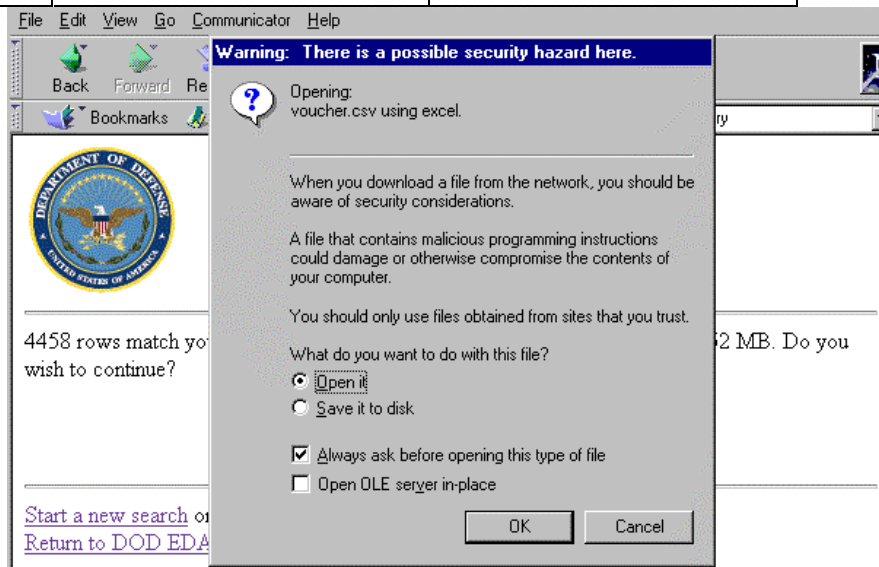
4458 rows match your query criteria. This will produce a file approximately 0.52 MB. Do you wish to continue?

Continue Downloading...

[Start a new search](#) or [refine this query](#).

[Return to DOD EDA Document Selection Screen](#)

2	Click <b>&lt;Continue Downloading&gt;</b>	The “Warning” screen will appear.
---	---	-----------------------------------



3	Click <b>“Open it”</b> , then click <b>&lt;OK&gt;</b> .	Microsoft Excel opens your file
4	If your system has file fix macro loaded, click on <b>&lt;Import&gt;</b> , and then click <b>&lt;Run Import&gt;</b>  <b>or</b>	The system <b>Replace</b>

	Click on your menu <b>Edit</b> , then click on <b>Replace</b>	screen will appear
5	Enter an apostrophe (') in the <b>Find What</b> box and click on < <b>Replace All</b> >	The system will convert your data into a usable Excel formatted data screen.

## Use of Excel

### Introduction

Previously you learned how to convert the download results into an Excel document, now let us use Excel to manipulate the data.

### Screen

	A	B	C	D	E	F	G	H	I
1	DSSN	VOUCHER	PAY_DATE	FSN	APPN	DOC_REF	AMOUNT	CONTRAC	ACRN
2	6422	H911-02	19970912	20113	97X4930AC6D		\$576	DAAE079E	AA
3	6422	H911-03	19970912	20113	97X4930AC6D		\$576	DAAE079E	AA
4	6422	H911-04	19970912	20113	97X8242ISO1		\$27,832	DAAE079E	AC
5	6422	H911-06	19970912	20113	97X4930AC6D		\$21,437	DAAA099E	AA
6	6422	H911-06	19970912	20113	97X4930AC6D		\$17,136	DAAA099E	AA
7	6422	H911-06	19970912	20113	97X4930AC6D		\$17,864	DAAA099E	AA
8	6422	H911-06	19970912	20113	97X4930AC6D		\$17,136	DAAA099E	AA
9	6422	H911-06	19970912	20113	97X4930AC6D		\$17,136	DAAA099E	AA
10	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
11	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
12	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
13	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
14	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
15	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
16	6422	H911-08	19970912	20113	97X8242SI7D460		\$20,621	M6700496	AA
17							\$264,041		
18									

Screen V-2-6, *Excel Document*

### Steps

To manipulate data within Excel.

Table V-2-6. *Excel Document*

Step	Action	Result
1	Click on column heading <G>	Highlights the Amounts column
2	Click <Format> on your toolbar	Displays the drop down screen



**Steps  
(continued)**

3	Click on <Cells> and select <Currency> in the Category section of the Number folder	This will set the amounts as currency
4	Go to the end of the file and press <Ctrl +End>, then click on an empty cell at the bottom of the Amounts Column (G). Click on the sigma sign ( $\Sigma$ ) on your toolbar and press <Enter>	This will provide you with a sum of the amounts column

**Summary****Lesson Summary**

The Download Search Lesson contains the methodology on how to download configured voucher information into an Excel format. The student will use the computer to follow procedures to perform various voucher searches; retrieve voucher information from a common database; and tailor the search information into a usable format.

**Practice Exercise** Have students complete the practice exercise on page PE-V-4.

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